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ABSTRACT

The Crystal City Independent School District Bilingual Vocational Training Program was designed to provide business/printing education, auto mechanics, and industrial construction competencies to trainees exhibiting interest in these training areas. The participants were adults who were underemployed or unemployed in the community of Crystal City, Texas, the home base of an extremely high migrant Mexican American population. The program of instruction consisted of combined and coordinated related instruction with on-the-job training experience. During the period between September 1977 through May 1978, training was offered in two skill areas: (1) academic component, including computation and communications skills; and (2) vocational component, including skills in business and printing occupations. Concentration was placed on training individuals in secretarial/clerical and printing office machine skills. An advisory council selected fifty participants from the 200 adults who applied for the program. Seventy-two percent of the trainees were placed on jobs and/or motivated to pursue a college education. Seventy-five percent achieved the program's overall objectives, including demonstration of communication skills in both Spanish and English. Each trainee received counseling and instructions in job applications. The program was termed a success by program administrators. (CT)

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ED167726

Final Report

Bilingual Vocational Program

Part J

Grant # G007801956

FY78

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Submitted By:

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INTRODUCTION

PROGRAM OVERVIEW

PROBLEM:

In this Age of Technology where changes occur so rapidly there is a need for continual vocational training to enable workers, whether they are engaged in business, industry or education, to effectively deal with the changes brought about by advancements. In Urban/Rural areas, like Crystal City, Texas where there is a big concentration of unemployed (20.0% rate) migrant workers, of which 97% are Mexican Americans. The necessity of Bilingual Vocational Training is imperative to the community. It is essential for this target population to secure this bilingual training program so that they can be exposed to the current development and means of competing in the World of Work.

A. Identification of Purpose

The Bilingual Vocational Training Program at Crystal City Independent School District is designed to provide Business/ Printing Education, Auto Mechanics, and Industrial Construction competencies to identifiable trainees who exhibit a desire for an interest in the above designated training areas of skills. Bilingual Vocational Training Program is also designed to assist the individual trainee insure stability or advancement in his present employment and/or to train him/her for initial employment in critical areas that require academic/vocational skills.

B. Identification of Specific Setting:

The program of instruction combined and coordinated related instruction with on-the-job training experience (practicum) and/or other occupational activities which:

1. Were appropriate to the objectives of the students.
2. Were of sufficient duration to develop competences necessary to train him/her for employment in the occupational field of Business/Printing Education, Industrial Building Construction and Auto Mechanics.
3. Were supervised, directed and/or coordinated by a staff qualified under the L.E.A. and T.E.A. provisions.

With the cooperation of the CCISD such training was offered in the brand new CC High School fully equipped to offer the trainees an intensive Business/Printing, Industrial Building Construction, and Auto Mechanics training. This training program enabled the trainees training by providing specific and designated office skills into practice in the class room. These included simulated office education - in which a model office laboratory was utilized so that the trainee was given training and experience as a "whole office employee" with actual learning activities as real office assignments. Auto me-

chanics was shop learning experiences concerned with various components of the vehicle. Building construction was shop experiences concerned with the erection, installation, maintenance, and repair of buildings/grounds.

An intensive component of time concept was used to provide problem solving experiences typical of the business/printing activities and the training will realistically relate to activities found in actual job requirements.

Policies and regulation were devised - a form of a handbook to orientate the trainees at the beginning of the initial program. The following Bilingual Vocational Training skills were offered to the selected trainees who have a choice of vocation.

1. Academic Component
   - A. Computation
   - B. Communications
2. Vocational Component
   - A. Business/Printing Cluster
   - B. Auto Mechanics Cluster
   - C. Industrial Construction Cluster

C. Evidence of need for proposed activities in terms of the purpose sought to be attained and the population to be served.

1. Population to be served

Crystal City is a vital part of the Wintergarden area and

County of Zavala. The majority of the target area population of Zavala County is concentrated in Crystal City. The ethnic composition of Crystal City is 97% Mexican Americans; 2.5% Anglo; and .5% Black.

Crystal City is the home base of an extremely high migrant (74%) Mexican American population. Their mobility creates numerous problems because these people are academically/vocationally when seeking nonfarm jobs by their relatively low level of education and skill training.

2. Need for proposed program

Rural poverty is so widespread, and so acute as to be a national disgrace and its consequences have swept to the metropolitan and adjacent areas. The plight of rural people is the result in large part of the tremendous advances in farm technology and productivity. The technological revolution in agriculture has, for many decades, been forcing farmworkers either off the farm or into underemployment and poverty situations.

The economic base of Crystal City is agriculture. The major crops are cotton, winter vegetables, such as spinach and grain soghum. Del Monte Corporation has built a modern factory in Crystal and cultivates over 32,000 acres of Zavala County soil. Del Monte Plant cannot employ the hundreds of people that are in need of employment and many remain unemployed because the target area population lacks the necessary and re-

quired technological skills for specific job performances. However, there are other semi-skill and skill jobs available. Unfortunately local work is both seasonal and low-paying; therefore, the farm workers are forced to leave the area each year and migrate to our northern states. (Michigan, Wisconsin, Ohio etc.). Sixty percent (60%) of the 10,000 population leaves Zavala County to join the migrant stream each year. As laborers, 6 percent of Crystal City families earn less than $1,000.00 and 41 percent earn less than $3,000.00. Because of the low socio-economic statue, 85 percent of the families are still living in substandard housing, substandard conditions, with poor medical services and limited access to cultural resources.

The few permanent jobs available require skills of high magnitude in the fields of Business/Printing, Auto Mechanics and Building Construction. Therefore, the above designated positions are currently being filled by exported force from surrounding towns ranging from 10-80 miles away (Carrizo Spring, Uvalde, Eagle Pass, Laredo and sometimes Piedras Negras, Mexico).

The need and success of training program like Bilingual Vocational is assured by the fact of our present successful program in progress. Bilingual Vocational has terminated phase I and already trainees are successfully being places in jobs requiring offered skills.

This program is fully supported by the community and local business establishments. (See letters of support Exhibit A).

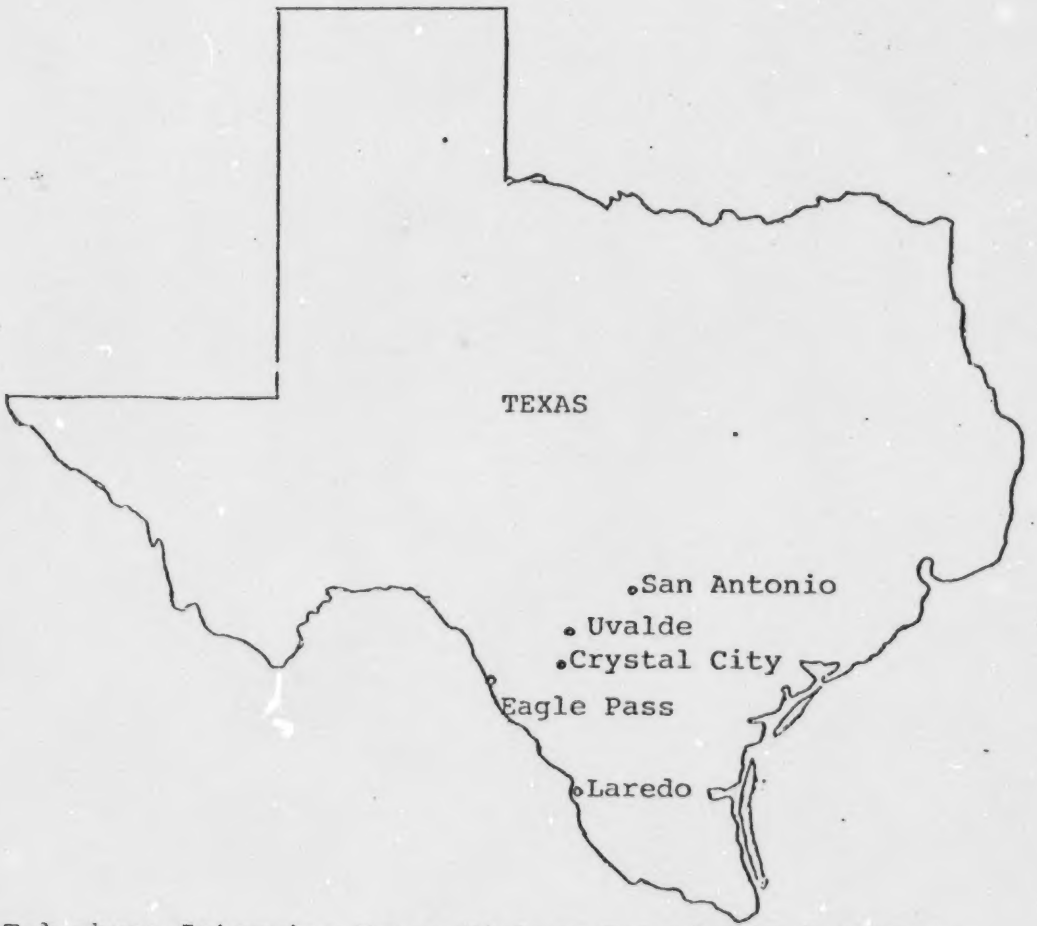
The figure and tables on the following pages of this section offer supportive data to (A) the geographic isolation of the area; (B) concentration of Chicanos in the area; (C) the low level of Mexican American in Crystal City; (D) the low economic level for Mexican Americans in Crystal City and (E) latest statistic figures through the Texas Employment Commission on umemployment.

a. The geographic isolation of the area

Crystal City is very much isolated from metropolitan areas. San Antonio, the largest of the metropolitan areas, is located 120 miles northeast of Crystal City (along U.S. Highway 83 & 90); Uvalde the smallest of the urbanized areas, is 40 miles north along U.S. Highway 83; Eagle Pass is 40 miles west along U.S. Highway 83 & 277; and Laredo, the largest border metropolitan area is 90 miles southeast of Crystal City along U.S. Highway 83 & Interstate 35.

Figure 1

GEOGRAPHICAL LOCATION



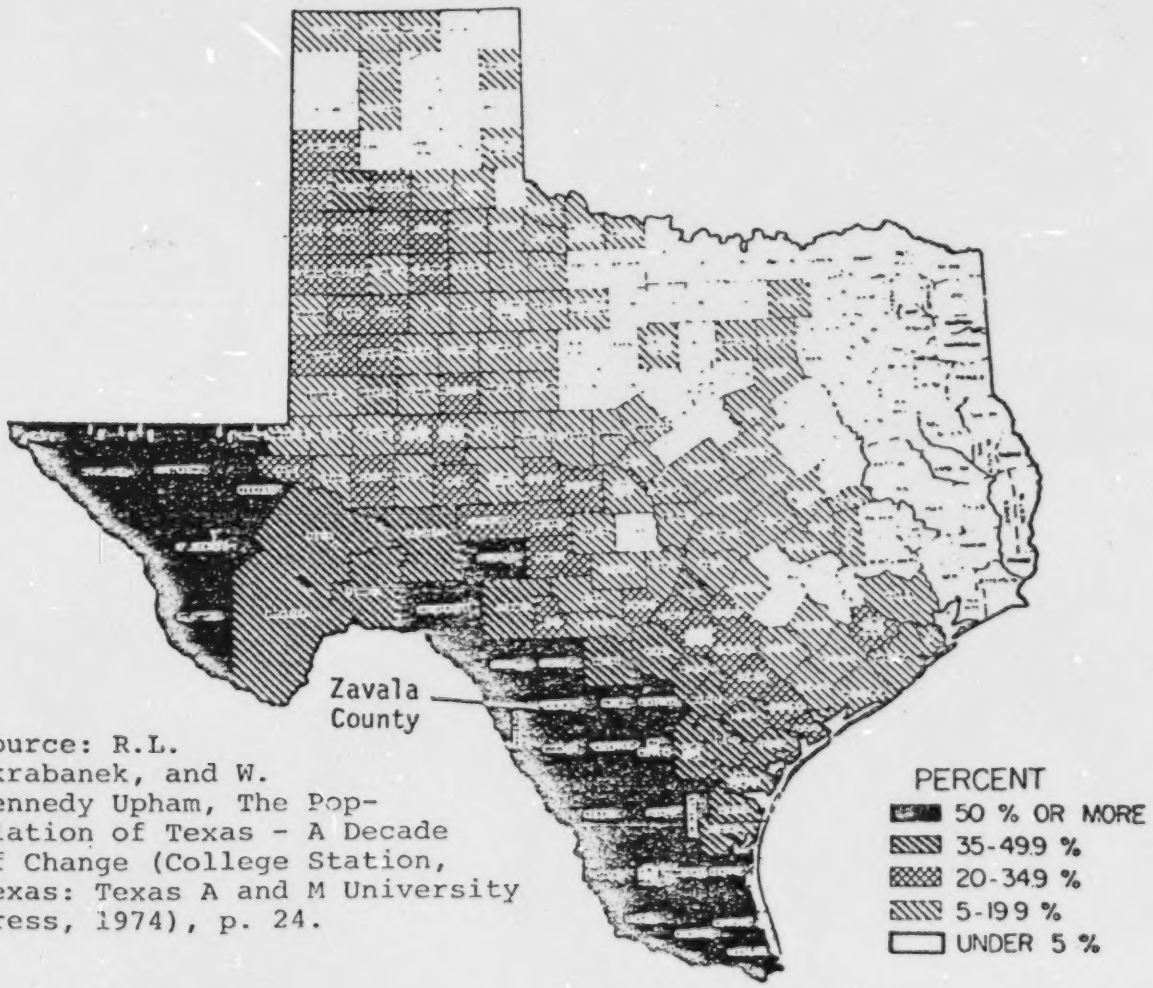
Telephone Interview Texas Highway Patrol Local Agency, Texas State Department of Public Safety, Crystal City, Texas, 1 January 1977.

b. The high concentration of Chicanos in the area

Zavala county is located in the area of highest concentration of Spanish language/Spanish surnamed persons within the State of Texas. There are 29 counties in which persons of Spanish language/Spanish surname make up half or more of the population. These counties are located in the Southern and Western sections of the State.

Figure 2

Geographic Distribution of Students of Limited English Speaking Ability in the State of Texas

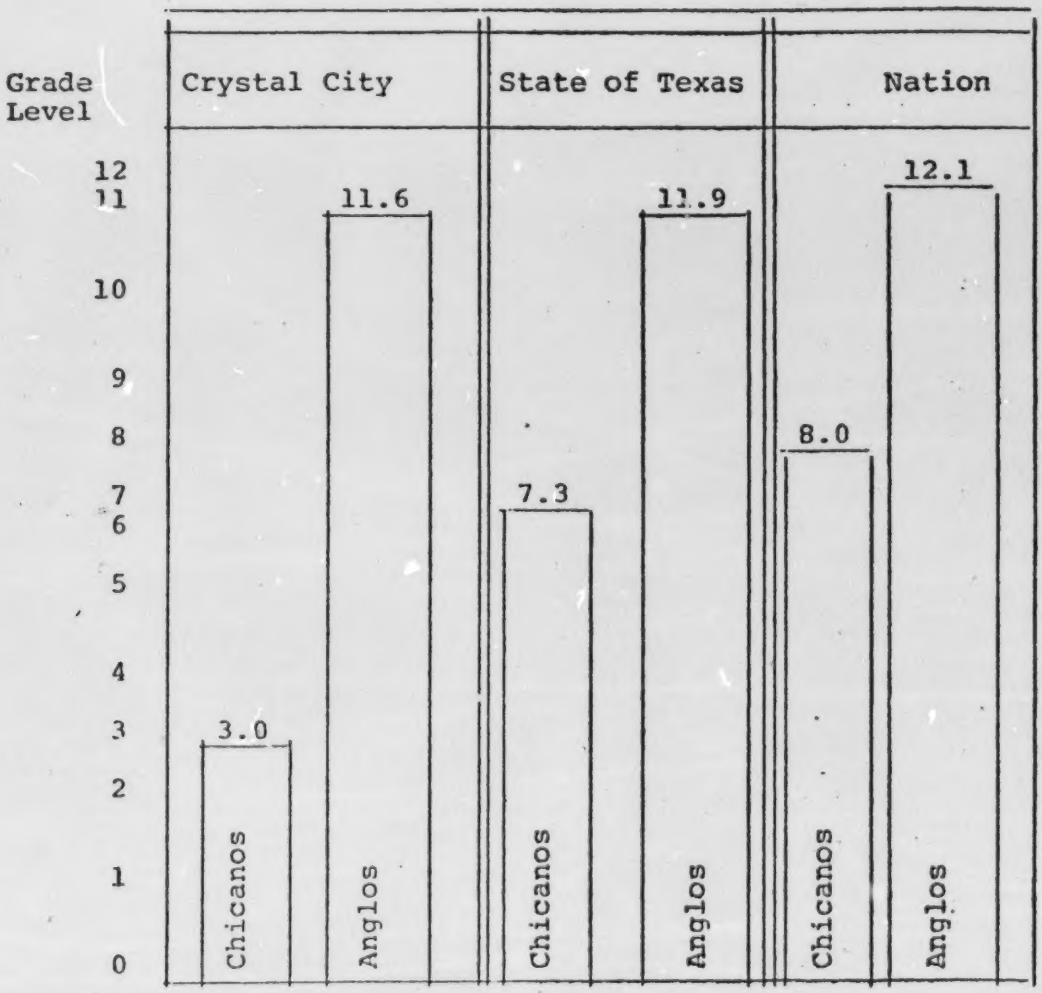


Source: R.L. Skrabanek, and W. Kennedy Upham, The Population of Texas - A Decade of Change (College Station, Texas: Texas A and M University Press, 1974), p. 24.

c. The low educational level of Chicanos in Crystal City

TABLE 3

Median educational level for Chicanos and Anglos 25 years of age and over by geographic area Crystal City, State of Texas, and the Nation as a whole. 1970



SOURCES: U.S. Bureau of the Census, 1960 "Special Report PH-6."

U.S. Bureau of Census, 1970 Census of Population: General Social and Economic Characteristics, Final Report PC (1)-45, Texas, p. 1117.

d. The low economic level for Chicanos in Crystal City

TABLE 5

Median incomes for
Anglos and Chicanos in Crystal City, Zavala
County and the State of Texas
1970

	Crystal City	Zavala County	State of Texas
Chicanos	$2,581	$3,856	$5,897
Anglos	(Not available)	$8,500	$8,930

SOURCES: These figures were compiled from

1. ABT Associates, "Fourth Count U.S. Census prepared for Crystal City, Texas - School District" (Cambridge, Mass.: ABT Associates, 1974) pp.35-36.
2. Gene P. Hobart, Base Studies, Population Analysis and Forecast: Crystal City Plan., submitted to Housing and Urban Development, 1973, p. 74.
3. John Staples Shockly, Chicano Revolt in a Texas Town (Notre Dame, Indiana: University of Notre Dame Press, 1974), p. 229.
4. U.S. Census, General Social and Economic Characteristics: Texas PC (1)-C45 (Washington D.C.: U.S. Government Printing Office, August 1971), p. 1037.

NOTE: Although the information is not available, it is estimated that the median income for Anglos in Crystal City is equal to, or above, the County level.

e. Unemployment Statistic

SPECIAL MONTHLY LABOR MARKET INFORMATION REPORT - ANNUAL

State Texas FIPS Code 048
Geographic Unit Zavala County FIPS Code 507

Person to Contact
Name: T.W. Travland
Title Supvg. Labor Mkt. Analysis
Tel: Area Code 512 No. 472-625

/ / Area of 250,000 or more population
/ / Prime Sponsor Jurisdiction
/ / Consortium Prime Sponsor
/ / Component of Consortium Prime Sponsor
/ / Other County in Area of 250,000 or more population

TITLE II
/ / Prime Sponsor Jurisdiction
/ / Consortium Prime Sponsor
/X/ Title II Substantial Unemp. Subdiv., Prime Sponsor Name Bal. of State (Middle Rio Grande)
Area Population (April 1970) (7 - 73 Pop.-- 11.314)
/ / Area of 50,000 to 100,000 population

		Civilian Labor Force	Employment	Unemployment Total	Unemployment Rate
1974	January	3,880	3,499	381	9.8
	February	3,928	3,532	396	10.1
	March	3,878	3,457	421	10.9
	April	3,620	3,268	352	9.7
	May	3,827	3,597	230	6.0
	June	3,502	3,036	466	13.3
	July	3,287	2,865	422	12.8
	August	3,348	2,922	426	12.7
	September	3,752	3,477	275	7.3
	October	3,861	3,603	258	6.7
	November	3,818	3,436	382	10.0
	December	4,114	3,761	353	8.6
	Annual Average	3,735	3,371	364	9.7
1975	January	4,365	4,092	273	6.3
	February	3,411	3,073	338	9.9
	March	4,394	3,860	534	12.2
	April	3,893	3,440	453	11.6
	May	3,927	3,713	214	5.4
	June	3,708	3,436	272	7.3
	July	3,445	3,084	361	10.5
	August	3,537	3,127	410	11.6
	September	3,640	3,368	272	7.5
	October	3,844	3,458	386	10.0
	November	3,928	3,378	550	14.0
	December	4,117	3,700	417	10.1
	Annual Average	3,850	3,477	373	9.7

NOTE: Revised to 1975 benchmark; not comparable to previously published reports.

Geographic Definition: (ASU)

SPECIAL MONTHLY LABOR MARKET INFORMATION REPORT

Person to Contact
Name: T.W. Travland
Title Supvg. Labor Mkt. Analyst
Tel: Area Code 512 No. 472-6251

State Texas FIPS Code 48
Geographic Unit Zavala County FIPS Code 507
SU4816506

/ / Area of 250,000 or more population
/ / Prime Sponsor Jurisdiction
/ / Consortium Prime Sponsor
/ / Component of Consortium Prime Sponsor
/ / Other County in Area of 250,000 or more population

TITLE II

/ / Prime Sponsor Jurisdiction
/ / Consortium Prime Sponsor
/X/ Title II Substantial Unemp. Subdiv., Prime Sponsor Name Bal. of State (Mid. Rio Grande)
Area Population (April 1970) 11,370 (7-73 Pop. 11,314)
/ / Area of 50,000 to 100,000 population

Period	Civilian Labor Force	Employment	Unemployment Total	Unemployment Rate
1975 July	3,445	3,084	361	10.5
August	3,537	3,127	410	11.6
September	3,640	3,368	272	7.5
October	3,844	3,458	386	10.0
November	3,928	3,378	550	14.0
December	4,117	3,700	417	10.1
1976 January (F)	4,448	3,942	506	11.4
February (P)				
February (F)	3,405	2,945	460	13.5
March (P)				
*March (F)	3,587	3,173	414	11.5
April (P)				
*April (F)	3,837	3,195	642	16.7
May (P)	4,201	3,461	740	17.6
*May (F)	4,190	3,460	730	17.4
June (P)	3,525	3,150	375	10.6
June (F)	3,527	3,151	376	10.7
July (P)	3,563	3,081	482	13.5
July (F)	3,557	3,075	482	13.6
August (P)	3,578	3,037	541	15.1
August (F)	3,579	3,038	541	15.1
September (P)	3,823	3,417	406	10.6
September (F)	3,824	3,418	406	10.6
October (P)	4,010	3,526	484	12.1
October (F)				
November (P)				
November (F)				
December (P)				
December (F)				

NOTE: Revised to 1975 benchmarks; not comparable to previously published reports.

P-Preliminary; F-Final

Geographic Definition:	CLF	E	UN	RATE
3 month average	3,871	3,276	595	15.4
(Area of Substantial Unemployment)				

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PROGRAM DESCRIPTION

BILINGUAL VOCATIONAL TRAINING PROGRAM DESCRIPTION

The Bilingual Vocational Training Program was funded July 1, 1977 to serve adults who were under-employed and/or un-employed in the community of Crystal City, Texas. Since no previous Bilingual Vocational Training Program had been undertaken in our school district, prior to 1976, the initial task of the funded program to train 50 adults in employable and salable skills was repeated in 1977-78.

The program of instruction consisted of combined coordinated related instruction with on-the-job training experience (practicum).

The following Bilingual Vocational Training skills and academics were offered to fifty (50) selected trainees this year:

1. Academic Component
   - A. Computation
   - B. Communications
2. Vocational Component
   - A. Business Cluster
   - B. Printing Cluster

The program was in operation from September 1977 to 1978 (one month extension for the trainees). The teaching staff consisted of 2 Bilingual academic and 3 Bilingual vocational instructors drawn from the Crystal City faculty. The project was administered by a full time Bilingual director, a bilin-

gual secretary and a bilingual liason aide.

Through the news media and the liason aide, two hundred people applied for the Bilingual Training Program. The Bilingual Vocational Advisory Council selected the major group of the trainees and the others were selected by the director as the need arised.

The program operated in the late afternoon and early evening, five days a week for forty (40) weeks. The teaching staff (2 academics and 3 vocation) were part of the Crystal City Independent School Staff.

Classes commenced at 3:15 P.M. till 8:30 P.M. with a short break in between. Trainees were divided into two groups (25 each). The following schedule was followed:

3:15 - 3:30 Academics

1. Computation
2. Academics

5:30 - 6:00 Break

6:00 - 8:30 Vocational

1. Printing
2. Clerical Skills

In summation of the Bilingual Vocational Program's description, the program concentrated in training individuals with employable skills in secretarial/clerical training and printing office machines. The Bilingual Vocational staff cooperated in placing as many trainees as possible.

PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

The most visible and immediate accomplishment of the FY78 Bilingual Vocational Training Program was the actual job placement of the trainees. Seventy-two percent (72%) of the FY78 Bilingual Vocation Trainees were placed on jobs and/or motivated to pursue a college education. (See Exhibit A)

As shown by the trainee's progress charts seventy-five percent (75%) of the FY78 Bilingual Vocational Trainees demonstrated the overall objectives called for the FY78 Bilingual Vocational Training Program. (See Exhibit A-1)

Seventy-five percent (75%) of the FY78 Bilingual Vocational Trainees demonstrated the following skills:

1. All participants will demonstrate vocational skills at the minimal employment level.
2. All participants will demonstrate their ability to perform computational skills to their vocational training.
3. All participants will demonstrate their communication skills to both Spanish and English related to their vocational training.
4. All participants will demonstrate pre-employment skills judged by the staff to be effective in getting a job.
5. All participants will demonstrate skills of

team work and cooperation during the training.

6. All participants will demonstrate an attitude of confidence and pride in developing skills.

In addition each trainee recieves counseling appropriate to his training and job application and all trainees in the business-printing cluster were given the opportunity and were encouraged to take the Merit System Examination as required by the Texas Employment Commission.

Furthermore the trainees developed skills and techniques for self-confidence to meet the expectations of employment. They developed self-steem through training accomplishments and other recieved motivation to further education in the skills acquired or academic endeavor.

As for the specific objectives called for each component, based on progress charts and staff observation seventy-five percent (75%) of the trainees demonstrated aquisition of eighty percent (80%) of the objectives.

The specific objectives for each component were as follows:

BUSINESS - PRINTING CLUSTER

Each participant will demonstrate to his instructor the ability:

1. To type at 35-40 words per minute with no more than 3 errors on a 5 minute test.
2. To file items using the alphabetical, numerical, and chronological filing system with no difficulty. File approximately

cards alphabetically 140-150 per hour. Letter 90-100 per hour.

3. To be able to insert or pull already alphabetized 3x5 cards approximately 200-250 per hour.
4. To be able to inspect sort and file alphabetically 20-30 pieces per hour.
5. To type invoices from partially arranged copy and from telephone orders. Type approximately 10-15 per hour with fewer than 2 errors.
6. To prepare attractive letters with carbon copies using the four basic styles: full-blocked, semiblocked, and indented.
7. To prepare neat enveloped using the two standard sizes of business envelopes. Sealing envelopes 16-18 per minute. Labeling envelopes 30-35 per minute. Feed envelope through a postage meter 130-135 per minute.
8. To produce any type of centered material.
9. To execute a manuscript in the four basic styles: standard manuscript, manuscript for a book, magazine article, and magazine article, and manuscript for a speech.
10. To execute the filling-in of information on ordering and billing forms and on checks. Approximately 80-90 per hour.
11. To use the printing calculator and the electronic calculator with no difficulty.
12. To be able (advanced students) to take dictation 80-100 words per minute.

13. To prepare material for duplication on each of the following machines: Magnafax, Xerok, and Duplicator.
14. To be able to operate effeciently the mimeo-graph, A-B Dick gestetner, hayre and standard duplicators.
15. To be able to set, mount a stencil and duplicate 100 copies in 10 minutes.
16. To operate off-set office table model duplicator. To prepare machine set plate and duplicate 1,000 copies in 30 minutes.
17, To process ready copy camera and expose copy process negative in 10 minutes.
18. To strip negatives, retouch, window and insert 2 half tones in not more than 30 minutes.
19. To process plates expose them, develop them in not more than 5 minutes.
20. To operate A-B Dick floor model 360 off-set press. Ink the press, load the stock, mix chemicals and get acceptable proof in not more than thirty minutes.
21. To be able to bind as required by industry - operation of folder binding machines spiral and flat.
22. To be able to operate cutter machine by satisfactorily cutting standard cuts and trims.

AUTO MECHANICS

Each participant will learn:

1. To be familiar with auto mechanic tools and equipment and its proper use and maintenace.
2. To identify the major system of an automobile: diagnosis problem with ignition system within 2 hours.
3. To perform a tune-up in approximately 1,5 hours which will include remove and replace, spark plugs, condenser, points etc.
4. To be able to over haul brake system within 2.5 hours brakes shoe, master cylinger, brake drum etc.
5. To be able to diagnose and correct problem in suspension
   a. coils springs
   b. shock absorbers
   c. upper control arm bushion
   d. tie-rod-ends
   e. iddeler arm etc.
6. To be able to detect problems in the power train.
   a. remove and replace clutch
   b. remove and replace pressure plate
   c. remove and replace throw out bearings
   d. remove and replace transmission
   e. remove and replace universal joints
   f. remove and replace axle bearings
   g. remove and replace rear adle assemlby

7. To be able to dewinterized the air conditioned system.
   a. air-conditioner drive belt
   b. charge system with freon
   c. locate and replace air-conditioning fuse

BUILDING CONSTRUCTION

Each participant will learn how:

1. To use the combination square.
2. To use the carpentry level. To know the different tape measures and know the fraction of the feet and inches.
3. To know the different kinds of wood materials such as birch white pine, yellow pine mahogony etc.
4. To be able to handle power machine used in construction and also in industrial shops. Machines such as joiners, raduis are saw, table saws, bind saw, lace machine.
5. To expose them to welding related to general construction.
6. To make them aware of the difference between pre-fabricated process and custom construction with miniature models.
7. To introduce them to the manual, electrical carpentry and brick laying tools.
8. To learn the different size and purpose of nails such size 16 common nails are used for rough - on construction - 6th finished nails for trimming in the interior of a house.
9. To learn how to finish the interior of a house - such as installing insulation between the 16 inch studs. Installing

sheet rock or ¼ inch paneling.

In addition to the above, based on progress charts and staff observation at least seventy-five percent (75%) of the FY78 Bilingual Vocational Trainees acquired full Vocational command of English. They acquired the ability to handle fluently essential vocabulary and structures to communicate job related subjects. Pronunciation may have accent but does not interfere with communication.

In conclusion, the multi-purpose Bilingual Vocational Training Program identified and trained seventy-five percent (75%) of the trainees for gainful employment as semi-skilled and/or skilled workers. Before the program the trainees were unemployed, under-employed, socio-economic disadvantaged persons.

EVALUATION DESIGN

The CCISD Evaluation design has been a process of gathering pertinent information and making judgements based on the information gathered about the extent to which the educational goals of each designated program training component were being attained. As such, evaluation was a toal that was used by the Director and staff involved in the internal evaluation phase.

Almost every decision concerning the proposed Bilingual Vocation Training Program was based on some type of formal or informal evaluation. Through our internal staff evaluation, we were able to determine the most effective teaching training method to meet the expectations and minimum requirements of the industry for employment.

The Vocational Bilingual Training Program based its design on the amount of student applicants and job availability and placement. This evaluation design provided for evaluation which was additionally defined as a logical process of providing and using pertinent and timely information for job-market availability/placement, rather than a qualitative determination issued from an authority in the vocational field.

The overall objectives as set forth in the program and the specific objectives or the various strategies were judged in this on-going evaluation design as designated by the Bilingual Vocational Training Program Advisory Council. The evaluation designed was also based on the pre and post tests in the academic and voca-

tional components (Communication and Computation) which was administered to all vocational bilingual trainees. Academic and Vocational Teachers were responsible for keeping records of tests and progress reports of each individual trainee. Bi-weekly periodic evaluation were conducted by the director and its staff.

The Merit System Examination by the Texas Employment Commission assisted in determining the effectiveness of our instructional program.

MAJOR ACTIVITIES AND EVENTS

The FY78 CCISD Bilingual Vocational Training Program was funded in July 1977. The CCISD Board of Trustees proceeded to select the Director and staff. (See Exhibit B)

After the staff was selected the program was publicized in the newspaper and radio which resulted in one hundred sixty-two (162) applicants (See Exhibit C, C-1). While the publicity was going on, the Director submitted 15 names of community people and education to the CCISD for the selection of the Bilingual Vocational Advisory Council. (See Exhibit D)

In the mean time the Director attended the National Bilingual Vocational Training Program Conference held September 1-2 at the Sheraton Hotel in Dallas. (See Exhibit E)

All these activities took place through the month of September 1977.

Early in October 1977 the Advisory Council members met, screened and selected 50 applicants as trainees. (See Exhibit F) As soon as the trainees were notified the training commenced.

In November 1977 the trainees organized and selected a chairperson, treasurer and representatives from auto-mechanics, Construction and Business Clusters. (See Exhibit G) The trainees held meetings and discussed different projects to raise money for a Bilingual Vocational Awards Banquet. The trainees in Construction built a couple of picnic tables with benches to be raffled as money raising projects. In November 1977 the Director and staff held their first

in-service training with pre-employment and job counseling as priorities.

In December 1977 the Bilingual Vocational Handbook was published. (See Exhibit H) For pre-employment activity the trainees organized and sponsored a Christmas Party and Dance.

In January 1978 Some of the trainees traveled to Uvalde, Texas to take the G.E.D. exam which is not part of the program, yet so important.

In the same month the trainees in the secretarial component took the Merit System Exam in Uvalde, Texas. Documentation has it that a total of twenty-two (22) trainees passes the Merit System Exam. At this time the Job Developer/Counselor conducted an entensive survey of the local businesses and shops for job placement for the trainees.

For the remainder of the year the trainees made on the site visitation for possible job placement.

The biggest event of the Spring was the Annual Vocational Banquet sponsored by the trainees at which time potential employer were invited so they could find out for themselves the kinds of skills acquired through the Bilingual Vocational Training Program.

In May Ray Barber Director of Exemplory and Innovative Program Research Coordinating Unit of the Texas Education Agency monitored the CCISD Bilingual Vocational Training Program. (See Exhibit I)

PROBLEMS:

1. The CCISD Bilingual Vocational Professional staff must document properly lesson plans, objectives, methods, materials and activities. This must be done so that perhaps in the future curriculum can be written from all of this documentation since there is a tremendous shortage of Bilingual Vocational Curricula and/or materials.
2. Because of the high concentration of migrant workers in the area, many trainees dropped the program in the month of May. The Director should be careful when screening possible applicants.
3. The CCISD Bilingual Vocational Staff have done a tremendous job, however the fact that they are full-time employees of the CCISD regular program and part-time with the Bilingual Vocational Training Program minimizes what they can accomplish. For example if the Bilingual Vocational Staff was full-time perhaps they could package curriculum modules from their own teaching experiences.
4. The fact that the majority of the trainees are migrant makes the follow-up most difficult. Many trainees agree to keep in touch but never do.

PUBLICITY ACTIVITIES

The program was publicized in September 1977 through press releases. The local paper the Zavala County Sentinnel and the local Radio KBEN ran the releases. (See Exhibit C)

The Director's attending the National Conference was publicized in September 1977 through press releases. The local paper- The Zavala County Sentinnel and the Local Radio KBEN ran the releases. (See Exhibit E)

The selection of the Bilingual Vocational Advisory Council by the Crystal City Independent School District was publicized in September 1977 through press releases. The local press The Zavala County Sentinnel and the local Radio KBEN ran the releases. (No copy on file)

The selection of the Bilingual Vocational Trainee officers was publicized through press releases. The local paper - The Zavala County Sentinnel and the local Radio KBEN ran the release. (See Exhibit G)

The different rund raising projects of the Bilingual Vocational Trainees were publicized through press releases. The local paper - The Zavala County Sentinnel and the local Radio KBEN ran the releases. (No copy on file)

The Annual Bilingual Vocational Banquet was publicized through press releases. The local paper - The Zavala County Sentinnel and the local Radio KBEN ran the releases. Furthermore invitations were printed to invite CCISD Board members,

Advisory Council members and potential employers to the Banquet. (No copy on file)

The Business/Printing Cluster printed a Bilingual Vocational Training Program Newsletter which described the program in detail. The newsletter was distributed in the communities business sector. (No copy on file)

DISSEMINATION ACTIVITIES

The number one method of dissemenation as for or the local scene was through press releases to the local newspaper- The Zavala County Sentinnel and the local Radio Station - Radio KBEN.

However, the method of dissemenation away from the local scene was through correspondence and release of the FY78 Crystal City Independent School District Bilingual Vocational Training Program abstract. (See Exhibit J)

However, there is documentation of correspondence with the other Bilingual Vocational Training projects and various research centers or Educational Institutions. (See Exhibit K)

PROJECT PERSONNEL

QUALIFICATIONS

BILINGUAL VOCATIONAL PROJECT PERSONNEL QUALIFICATIONS

The legal requirements established by the Texas Education Agency requires that every teacher, supervisor and administrator employed by the public schools of Texas hold an appropriate and valid teaching certificate. The certificate must be registered with the superintendent of schools in which the teacher is employed.

The teachers in the proposed program have experience in Bilingual Vocational Education and have the following credentials.

1. All are certified by the Texas Education Agency.
2. All are presently teaching in the skill area.
3. All are Bilingual - Spansh/English.
4. Job developer has had twenty-one years of experience in occupational Education.
5. The Auto Mechanics and the Construction men have had experience in the private sector and are certified by the Texas Education Agency.
6. The business teacher has had ten years of experience including the private sector of employment.
7. The director is certified counselor supervisor and has Bilingual endorsement. (See Resumes)

PROGRAM DIRECTOR

I. Job Description

A. The Program Director shall work directly under and be responsible to the Superintendent.

II. Duties

A. The Program Director shall be responsible for monitoring the program on a continuous basis in cooperation with the job developer and teaching staff.

B. The Program Director shall be responsible for keeping the Superintendent and the Advisory Council informed as to the development or progress of the Bilingual Vocational Training Program.

C. The Program Director will be responsible for ascertaining that all Federal Guidelines are met and complied with.

D. The Program Director shall be responsible for the implementation of all activities which are necessary in order to meet project objectives, as set forth by the proposed program.

E. The Program Director shall be responsible for the fullfullment of all facets of program management. Specifically these duties shall be:

1. Publicizing the Bilingual Vocational Program.

2. Pre-Services and In-Service training for Bilin-

gual Vocational Personnel.

3. Set up policies and regulations for the trainees.
4. Keep community informed of activities within the Bilingual Vocational Training Program.
5. Be responsible for keeping inventory of all materials, equipment and textbooks.
6. Be responsible for completion of all reports which pertain to the Bilingual Vocational Training Program.
7. Direct and coordinate the activities of all program personnel.

III. Job Qualifications

A. Shall hold a masters degree with elementary and/or secondary education certification.

B. Shall hold a supervisory certificate.

C. Director shall be Bilingual Spanish/English.

D. Should have knowledge of current goals, trends, ESL (English as a Second Language) and curricula in the area of vocational training.

F. Demonstrate ability in getting along and working with people.

Pages 41-43 were removed because they contained confidential information.

BILINGUAL VOCATIONAL JOB DEVELOPER

I. Job Description

A. Will work under the direction of Program Director in assisting with the duties assigned by the Director.

1. Orientation Session
2. Develop a Bilingual Vocational Hand Book
3. Pre-service - In-Service training
4. Survey area for future employment for trainees

II. Duties

A. Will help director plan and provide orientation for staff and trainees.

B. Will assist director in developing a Bilingual Vocational Hand Book.

C. Will coordinate any activities undergone by the trainees.

D. Will assist Director in Job follow-up.

E. Conduct surveys to determine the kind, quantity and functions of jobs available in the community and surrounding areas.

F. Serve as a liason between the director and the staff.

G. Promote good public relationships.

H. Work closely with director conduction orientation sessions and in-service training.

I. Be constantly alert for new job opportunities.

J. Coordinate and schedule speakers.

K. Encourage the trainees to achive a job competency.

L. Evaluate and revise instuctional materials needed for academics and vocational training.

M. Consider some social function to which businessmen are invited.

N. Will teach full time with the School District and half time with Bilingual Vocational Training Program.

Pages 46-48 were removed because they contained confidential information.

TEACHERS (VOCATIONAL)

I. Job Description

A. Shall work under the direction of the Project Director.

II. Duties

A. Shall work in conjunction with the coordinator project director and academic staff.

B. Provide skill training to trainees in their chosen skill (Business, Printing, Auto Mechanics and Industrial Construction).

C. Provide information and correlate instruction with academic instructors.

III. Job Qualifications

A. Must hold a B.A. Degree; state certified and be experienced.

B. Be familiar with skill training in specified vocation.

C. Must be bilingual - Spanish/English.

D. Interested in developing model curriculum.

E. Be highly motivated and willing to accept new methods and techniques.

Pages 50-54 were removed because they contained confidential information.

TEACHERS (ACADEMIC)

I. Job Description

A. Shall work under the direction of the Project Director.

II. Duties

A. Shall work in conjunction with the coordinatior and project Director in relation to curriculum development and implementation of methods to be used.

B. Shall provide computation and communication instruction to tr inees correlated with vocational instruction.

C. Teachers both Academic and Vocational shall constantly plan and correlate instruction.

D. Shall have a working knowledge of educational prescriptions.

III. Job Qualifications

A. Must hold a B.A. Degree; state certification required.

B. Must be very familiar with the school setting and the community.

C. Must be bilingual - Spanish/English.

D. Interested in community involvement and affairs.

E. Willingness to work with Director and Coordinatior at developing and maintaining a suitable Bilingual Vocational Program.

Pages 56-59 were removed because they contained confidential information.

SECRETARY

I. Job Description

A. The secretary will work directly under the project director.

II. Duties

A. Perform routine office duties (typing, receptionist, filing etc.)

B. Will perform simple booking duties.

III. Job Qualifications

A. Must hold a High School Diploma or GED equivalent.

B. Must be Bilingual - Spanish/English.

C. Must be very familiar with the school setting and the community.

D. Interested in community involvement and affairs.

E. Willingness to work hard at developing and maintaining a suitable Bilingual Vocational Training Program.

F. Have prior experience as typist - clerk.

LIASON AIDE

I. Job Description

A. The liason aide will work directly under the project director.

II. Duties

A. Work under the director in the publicity area.

B. Make home visits on trainees (absences, applications and referrals)

C. Keep attendance on trainees.

D. Help secretary with payroll.

III. Job Qualifications

A. Must hold High School Diploma or GED equivalent.

B. Must be bilingual - Spanish/English.

C. Must be very familiar with the school setting and the community.

D. Interested in community involvement and affairs.

E. Willingness to work hard at developing and maintaining a suitable Bilingual Vocational Training Program.

STAFF DEVELOPMENT

As for staff development the Director of the Crystal City Independent School District Bilingual Vocational Training Program attended a National Conference for the Bilingual Vocational Training Programs across the Nation held September 1-2 1977 at the Sheraton Hotel in Dallas, Texas. The knowledge and/or experience acquired at the Conference was passed on to the rest of the staff at In-service training session.

The majority of the FY78 Bilingual Vocational Training Program Professional Personnel had the advantage of one year experience from the FY77 Program. This was of utmost importance because they were oriented as to what has worked and what hadn't worked and what methods, activities were workable etc.

The In-service training was on going with the Director and Job Developer conducting In-service session according to the needs of the personnel and/or students.

Furthermore, consultant Mary Galvan worked closely with the ESL instructor throughout the year.

LETTERS OF SUPPORT

Pages 64-69 were removed because they contained confidential and non-essential information.

EXHIBITS

Exhibit B

BILINGUAL VOCATIONAL TRAINING PROGRAM

PERSONNEL

1977-78

DIRECTOR: Maria Enriqueta Vasquez

LIASON AIDE: Julia Guerrero

SECRETARY: Sonia Sanchez

ACADEMIC INSTRUCTORS:

Hector Flores

Maria del Carmen Munoz

VOCATIONAL INSTRUCTORS:

Carmen Gallegos

Frank Mancha

Guadalupe Munoz

JOB DEVELOPER/COUNSELOR

Daniel Diaz

NOTE: Resumes included in Personnel Section.

Exhibit C

Bilingual program gets funds

The Bilingual Vocational program of the Crystal City school district has been funded again this year and is offering a traineeship program.

Applications for participants are currently being accepted at the administration building. The program has positions for 50 trainees for persons who are interested in receiving vocational training in business education, auto mechanics and construction.

The program's trainees will be supported by a stipend of $30 weekly as an incentive allowance.

Trainees will take part in both academic as well as vocational training. The academic component will consist of oral and written language related to the vocational skill the trainee chooses to study.

Mrs. Keta Vasquez is program director. More information may be obtained by contacting her at 374-2353, extension 228.

Exhibit C-1

CRYSTAL CITY INDEPENDENT SCHOOL DISTRICT
Crystal City, Texas 78839
Tel. 374-2353 Ext. 227

BILINGUAL VOCATIONAL TRAINING PROGRAM
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Applicant's Name _____
Last First Middle

Address _____ Social Security # _____

_____
City State Zip Code Phone

Date of Birth _____ Sex: M___F___ Hgt _____ Wgt _____
Month Day Year

Spouse's Name _____ Family Yearly Income $ _____

Are you employed? _____ Where? _____

Are you a Migrant? _____ When do you usually leave? _____

Are you at this time aware of any medical or physical problems? _____

Do you speak, read, write English? _____

Do you speak, read, write Spanish? _____

Last Grade Attended _____ GED _____ H.S. Diploma ___

List working experience (1) _____

(2) _____

(3) _____

If chosen for the Bilingual Vocational Program, will you be able to attend classes? _____ Even without pay? _____

Why do you want to be in the program? _____

_____

_____

_____

PERSONAL REFERENCES:

1. _____ 3. _____

2. _____ 4. _____

The statements and answers in this application are full, complete and true to the best of my knowledge.

_____ _____
Signature Date

Check the position you are applying for:

Auto Mechanics _____

Construction _____

Secretarial _____

Exhibit D

Crystal City Independent School District

805 EAST CROCKETT STREET
CRYSTAL CITY, TEXAS 78839

CRYSTAL CITY BILINGUAL VOCATIONAL TRAINING

1. Blanca Gamez - Store Owner
2. Aurora Galvan - Secretary
3. Diana Jimenez - Bank Teller
4. Reynaldo Mendoza - Construction
5. Moises Pena - Pharmacist
6. Albino Santos - Farmer
7. Ruben Lopez - Restaurant
8. Rosa Mata - District Clerk
9. Anita Cortez - Assistant Elem. Principal
10. Ted Munoz - Businessman
11. Pat Delgado - Principal - High School
12. Alejandro Marquez - Professional Teacher
13. Issac Juarez - Teacher
14. Luis Avila - Community Liason and City Councilman
15. Lupe Cortinas - 4th year Law Student

The above school-community people (15) were nominated and selected by the director and other school professionals. The fifteen names were brought before the school board for them to select eight members. The Crystal City School Board in its regular August meeting selected three professionals, two City Councilmen (one being a store owner), a pharmacist, a district clerk and a bank teller. The advisory council is composed of 8 community and professional members, the director, program's secretary and the liason aide. After the board selected the eight members the director notified the selected members by mail with the following letter.

Exhibit E

Keta Vasquez attends conference

Keta Vasquez, director of the Bilingual Vocational Education program for the Crystal City school district, attended a national conference for the program Sept. 1-2 at the Sheraton Hotel in Dallas.

Mrs. Vasquez was a participant as one of the panelists on Experiences, Problems and Successes of the Bilingual Vocational Programs in the United States.

Only 22 such programs are funded across the country, and the Crystal City school district is one of only three districts in the state to have the program.

Exhibit G

NEW OFFICERS—Officers for the Bilingual Vocational Program for 1977-78 are pictured here. They are, from left to right, Josie Rodriguez, chairman; Yolanda Guerrero, representative from general construction; Maria Carreon; Connie De La Cruz, treasurer. Not pictured is Rebecca Benavides, representative from auto mechanics.

79/80

EXHIBIT H

Bilingual Vocational

Student Handbook

1977-78

Crystal City, Texas
U.S.A.
1977

STUDENTS HANDBOOK
Edited by
Daniel Diaz

Typed Setting by Sonia S. Sanchez

BILINGUAL VOCATIONAL

TRAINING PROGRAM

Part J

1977 - 78

CRYSTAL CITY INDEPENDENT SCHOOL DISTRICT
805 East Crockett Street
Crystal City, Texas -8839

"The quality of its citizens determines the future of the country."

Greetings from the Director

The Bilingual Vocational Staff and I extend a cordial welcome to you. We wish to help you in every possible way to make your experience in this program pleasant and profitable. Feel free to call upon us at any time that you have a question concerning this program or acquiring information concerning employment.

Areas of instruction and program's policies are outlined in this handbook. Familiarize yourself with them in order that you may understand our program.

You are a vital part of our program. Your presence here is valued and appreciated. It is our hope that you will enter whole-heartledly into our Bilingual Vocational Program, and that together we may reach our goal we wish to attain!

Keta Vasquez

ADVISORY COUNCIL MEMBERS

Oralia Gonzalez

Moses Peña

Benito Perez

Diamantina Rodriguez

Reymundo Torres

Luis Yruegas

FOREWORD

To publish this handbook for the Bilingual Vocational Training Program's trainees without giving the proper credit to whom credit belongs, would be a sin against ethics; not wishing to be found at fault, we want to express our gratitude for the wonderful support, counsel and guidance for our program to the Crystal City Independent School District's Board Members, the Superintendent of Schools, Mr. Victor Lopez, to the Deputy Superintendent, Mr. Benito Perez, and to all the District's administrators.

PREFACIO

Publicar este manual para el Programa Bilingue de Entrenamiento Vocacional sin otorgar el debido credito a quien credito merece, seria un pecado en contra de la etica profesional; no deseando ser culpables de esta falta, deseamos expresar nuestra gratitud por el maravilloso respaldo, direccion y consejo para nuestro programa a los regentes del distrito escolar de la ciudad de Cristal, al superintendente, Sr. Victor Lopez, al Superintendente Asociado, Sr. Benito Perez, y a todos los administradores del distrito.

CRYSTAL CITY
INDEPENDENT SCHOOL DISTRICT

Jose Luis Balderas - President

Henry Rivera - Secretary

Rodolfo Palomo - Board Member

Jesus M. Gamez - Board Member

Abelardo Marquez - Board Member

Jose Luis Galvan - Board Member

--*--

VICTOR LOPEZ
Superintendent of Schools

--*--

ENRIQUETA VASQUEZ
Bilingual Vocational
Training Program Director

--*--

"La calidad de sus ciudadano determina
el futuro del pais".

OUR PHILOSOPHY

We believe:

(1) that the most important factor as a component of any given society, is the individual itself as a complete and vital unit.

(2) that the strength of society to continue a successful trend toward better and higher goals, is dependent upon the well being of each and every individual member of that society.

(3) that the individual, because of the well being achieved through collective efforts, owes a pledge to himself to safeguard and contribute to upgrade the social standards he now enjoys.

NUESTRA FILOSOFIA

Nosotros Creemos:

(1) que el mas importante factor como componente de cualquier Sociedad, es el individuo en si como una completa y vital unidad.

(2) que el poder de la sociedad para continuar con exito la marcha hacia una mejor y mas alta meta, depende del bien estar de todos y cada uno de sus miembros.

(3) que el individuo, a causa del bienestar alcanzado por los esfuerzos collectivos de la sociedad a la que pertenece, debe prometerse a si mismo salvoguardar y contribuir para mejorar el nivel social del que en el presente goza.

OUR PURPOSE

The purpose of the Bilingual Vocational training Program is to provide the trainee with the necessary competency for stability or advancement in his/her present employment in the industrial or commercial world.

To achieve our purpose, all the vocational clusters, Business Education, General Construction, General Mechanics, have designed actual on the job situations; also, the academic clusters, communications and computation, have being geared to compliment the vocational education of the trainee to inspire confidence and secure successful employment.

--*--

NUESTRO PROPOSITO

El proposito del Programa de Entrenamiento Vocacional Bilingue, es proveer al individuo matriculado con la competencia necesaria para estabilizarce o avanzar en su presente empleo, o entrenarle para iniciar su carrera dentro del mundo industrial o comercial como miembro productivo de la sociedad.

Para lograr nuestro proposito, todos nuestros programas vocacionales, a saber, Educacion Comercial, Construccion General, Mecanica, han designado un sistema de instruccion con situaciones practicas similares a las confrontadas en el mundo productivo; ademas, la instruccion academica en comunicacion y computacion, ha sido encaminada a complementar la destreza vocacional del entrenado para su propia confianza en alcanzar exito.

OUR GOAL

Recognizing as the individual's first need the ability to provide for himself and his family the commodities of life, as set by the standards of the society to which he belongs, we have set our goal as follows:

(1) Provide our program's trainee with the competence in vocational skills to motivate him to seek his due place in society as a productive member.

(2) Help the trainee to have a positive self concept capacitating him to be self sufficient to provide with decorum life's needs for himself and his household.

(3) To contribute to alleviate the social deficiencies caused by the great economical differences among members of our society, so once the deficiencies are corrected, all together, strive for a brighter future.

NUESTRA META

Reconociendo que la primera necesidad del hombre es la habilidad de proveer para si y para los suyos las comodidades de vida de acuerdo al estandar de la sociedad a la que pertenece, nos hemos fijado como meta:

(1) Capacitar al matriculado en nuestro programa con la destreza vocacional que le motive a buscar el lugar que le corresponde dentro de la sociedad como miembro productivo.

(2) Ayudar al entrenado a afirmar su dignidad al capacitarlo a ganar su propio sustento asi como el de su familia en forma decorosa.

(3) Contribuir a aliviar las deficiencias sociales causadas por las grandes deiferencias economicas entre los miembros de nuestra sociedad, para que corregida la deficiencia, podamos juntos lanzarnos a la lucha por un futuro mejor.

PROGRAM'S STAFF

Program's Director ..... Enriqueta Vasquez

Job Developer ..... Daniel Diaz

Liaison Aide ..... Julia B. Guerrero

Secretary ..... Sonia S. Sanchez

ACADEMIC INSTRUCTORS

Computation ..... Hector Flores

Communication ..... Maria Del Carmen Munoz

VOCATIONAL INSTRUCTORS

Auto Mechanic ..... Frank Mancha

Clerical Skills ..... Carmen Gallegos

General Construction ..... Lupe Munoz

BILINGUAL VOCATIONAL TRAINING PROGRAM
Crystal City, Texas

TRAINEE AGREEMENT

You have been selected as a trainee in the Bilingual Vocational Training Program. In order that there may be no misunderstanding, you may look over and agree to the following regulations and policies. They apply to your training from Monday through Friday.

PROBATION PERIOD

The probation period for each trainee will be six weeks starting with the first day of the program. If a trainee does not follow and obey policies set by the school and/or the program where they are receiving training, he/she be warned and name taken before the Advisory Council. The council, and upon recommendation of the director will decide whether the violator will be terminated from the Bilingual Vocational Training Program.

GENERAL

1. Your training will be in academics (computation and communication) and vocational (auto-mechanics, general construction or secretarial).

2. Your hours of training will be from four to six-thirty, (4:00 P.M. to 6:30 P.M.) a break of thirty minutes (6:30-7:00) and from 7:00 P.M. to 9:00 P.M.

3. The trainee will be compensated $30.00 a week. Payable once a month, for forty weeks. This is an incentive allowance.

4. The trainee will attend both the academic and

the vocational classes in order to get allowance.

5. Trainees will cooperate with the instructor at all times. Failure to do this are grounds for dismissal.

6. Training in this program requires handling of manual and/or power tools and equipment. Trainees will assume full responsibility for compliance with safety precaution as required by the instructor. The Crystal City Independent School District will not assume responsibilities for injuries resulting from accidents in the training process.

ATTENDANCE REGULATIONS

A. Trainees may be excused for the following reasons:

1. Death in the family

2. Illness of the student

3. Medical appointment

4. Funerals

5. Serios illness in the immediate family.

B. A trainee who is absent without an excuse can be terminated from the Bilingual Vocational Training Program and/or not compensated.

PERMISSION TO LEAVE SCHOOL

A. Trainees may not leave school during classes except for the following reasons:

1. Personal illness

2. Having been notified of illness in the family

3. Any emergency arising at home.

RECOMMENDED PROCEDURE FOR DISCIPLINARY PROBLEMS

1. Teacher - Trainee Conference

2. Director - Teacher - Trainee

3. Trainee will be warned once. Second time - trainee's name will be submitted to advisory council. Action will be taken according to recommendations.

MISCELLANEOUS:

RESTROOMS: This area is not for loitering or congregating. Smoking will not be permitted in the restrooms nor anywhere in the school building.

BUILDING USUAGE

1. Care of School Facilities. It is the joint responsibility of the Bilingual Vocational Staff, Job Developer director and the appearance of school property. Students who willingly damage or deface it will be required to repair, replace, or pay a sum of money to restore said property to its original state.

CHEWING GUM

Gum chewing will not be permitted at any time in the school facilities.

DISAGREEMENTS

Any disagreements between trainees shall be settled in a non-violent manner. Violators are subject to dismissal.

PROFANITY

Profanity, obscenity, and vulgarity will not be permitted.

I agree to the above mentioned regulations and policies and understand that failure to abide by the rules will be grounds to be emminated from the Bilingual Vocational Training Program.

Signatures

_____	_____
Trainee	Instructor
_____	_____
Date	Director

100/101

A WORD OF GRATITUDE

Thanks to the good will of the entire Crystal City's community represented by the different officials of the many agencies, the Texas Employment Commission, the business establishments as well as the individual citizen, our Bilingual Vocational Program has experienced the wonderful feeling of success; if as expected, the same support is offered to us from our many friends, we feel justified in predicting an even greater success; and all for the benefit of our dear community.

--**--

PALABRAS DE GRATITUD

Gracias a la buena voluntad de toda la comunidad de la Ciudad de Cristal representada por los diferentes oficiales de sus varias agencias, el Departamento de Empleo del estado de Texas, los establecimientos comerciales, asi como cada ciudadano en particular, nuestro programa vocacional bilingue ha experimentado el maravilloso sabor del exito; si como se espera, el mismo respaldo es ofrecido por nuestros numerosos amigos, nos sentimos justificados en predecir el mismo exito para nuestro presente programa; y todo para el beneficio de nuestra querida comunidad.

Daniel Diaz

Texas Education Agency Exhibit I

• STATE BOARD OF EDUCATION
• STATE COMMISSIONER OF EDUCATION
• STATE DEPARTMENT OF EDUCATION

201 East Eleventh Street
Austin, Texas
78701

May 30, 1978

Dr. Keta Vasquez, Director
Bilingual Vocational Education
Crystal City Independent School District
805 East Crockett Street
Crystal City, Texas 78839

Dear Dr. Vasquez:

May I take this method of expressing appreciation for the courtesies extended me in my recent visit with you to observe the Bilingual Vocational Training Program you are administering through the Crystal City Independent School District. I am sorry we were not able to meet with Superintendent Lopez but appreciate your thoughtfulness in introducing me to Mr. Esquivel, director of Curriculum and Instruction. I appreciated discussing the educational programs with him. Also, thank you for your immediate response to the questionnaire regarding the bilingual program components.

I am pleased that with your leadership in developing and operating a quality bilingual vocational training program at Crystal City, that the U.S. Office of Education has seen fit to fund the program for multiple years and am sure that the application for continuation developed by you and submitted through your school district will be very competitive and stands a good chance for continued financial support. As you continue to administer the bilingual vocational training program, if you see a need for technical assistance from our vocational consultants to assist in improving or maintaining high quality vocational education, please let me know and I would request the appropriate person to assist you.

In the meantime, if I can assist you in any manner, please let me know.

Sincerely,

Ray Barber

Ray Barber, Director
Exemplary and Innovative Programs
Research Coordinating Unit

RB:lu

cc: Doris Gunderson
Victor Lopez
W. H. Fitz

103

"An Equal Opportunity Employer"

Exhibit J

Abstract

Title

Bilingual Vocational Training Program

Director

Maria Enriqueta (Keta) Vasquez

Institution

Crystal City Independent School District
805 East Crockett
Crystal City, Texas 78839
Grant No. G007701724

Language of the Trainee

Trainees will be Spanish - speaking with limited English.

Skill Areas

Academics: Communications and Computation
Vocational: Business/clerical, Auto Mechanics and Industrial Construction

Number of Trainees

Fifty (50) 16 in each cluster for 40 weeks average of 30-36 hours a week.

Through Bilingual Vocational Program Part J and the cooperation of the C.C.I.S.D. vocational training will be offered to 50 individuals in intensive Business/Clerical, Industrial Building Construction and Auto Mechanics.

The Crystal City Independent School District will continue to serve a large population of unemployed and underemployed Mexican American people.

An advisory council committee will screen and select 50 trainees for 1977-1978 - Bilingual Vocational Program.

The Program's staff (all bilingual Spanish-English) will consist of a Director who is also a certified counselor, Liaison Aide, Secretary, Job Developer, 2 academic instructors and 3 vocational instructors. The Liaison officer responsibility is to assist the director in recruiting, interviewing, record keeping making home visits. Secretary will perform routine office duties. Academic and vocational

instructors will work and plan together curriculum that will be job related. Job developer will work directly under the Program Director in assisting with the duties assigned by the Director. His main duty will be to be constantly alert for new job opportunities. He will be responsible to place trainees in jobs in Crystal City and its surrounding areas - Carrizo Springs, Uvalde and La Pryor.

Exhibit K

RECIPIENTS OF DISSEMINATION ACTIVITIES

1. Bilingual Vocational Training Projects

   A. Bilingual Vocational and Technical Outreach Training Program
   Kuskokwim Community College

   B. Project Salud
   DeAnza College

   C. Bilingual Vocational Metal Worker Program
   San Francisco Community College Skills Center

   D. Bilingual Vocational Dental Worker Program
   University of California at Los Angeles

   E. Comprehensive Occupational Training Program for Citizens of Limited English-Speaking Ability to Work as Sub-Professionals in the Fileds of Accounting, Banking and Finance
   Miami-Dade Community College

   F. Proyecto Plasticos - Bilingual Training Program for Plastics Entry Level Positions
   Elgin Community College

   G. A Practical Program of Bilingual Vocational Training in the Culinary Arts for Limited English-Speakers
   Louisiana State Department of Education

   H Bilingual Human Services Educational Consortuim
   Bangor Community College

   I. Ramah Navajo Bilingual Vocational Training Program
   Ramah Navajo School Board, Inc.

   J. Bilingual Training for East European/Russian-speaking Refugees in Preparing Graphics for Reproduction and Advertising Photography Techniques
   American Council on Emigres in the Professions

K. Bilingual Training of Out-of-School Youth and Adults in Occupational Areas
Board of Cooperative Educational Services of Nassau County

L. Bilingual Training in Housing Maintenance and Repair Skills
Bronx Community College

M. A Bilingual Vocational Program to Train Unemployed and Underemployed Chinese as Professional Chefs
China Institute in America

N. New Directions in Vocational Education for Hispanic Americans
Vocational Education and Extension Board of Nassau County

O. Bilingual Vocational Training
Chinese Cultural and Community Center

P. Bilingual Vocational Training Program
Little Wound Board

Q. Bilingual Vocational Education for Institutionalized Mexican-American Patients Who are being Readied for Restoration to be Productive in Society
San Antonio State Hospital

R. Bilingual Vocational Training Program for Emergency Medical Technicians
Texas Women's University

S. Bilingual Vocational Training Program
Arlington Public Schools

2. Other

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D. Texas Education Agency
201 East 11th Street
Austin, Texas 78701

E. The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

F. Office of Bilingual Bicultural Education
Midwest Office for Material Development
National Network of USOE Title VII Centers
240 Education Building
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G. Elgin Community College
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H. Mrs. Mary S. Young
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J. CMD Northwestern Vocational
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